

**CAPITAL COMMUNITY COLLEGE**  
**TAACCCT\* Federal Grant Non-Credit Work Based Coordinator**  
**Full-Time, 12-Month Non-Tenure Track Position, Equates to CCP 18**  
**Renewable for the Duration of the Grant**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** 35 hours a week

**Salary:** \$59,471.00 approximate annual

**Closing Date:** **November 11, 2013**

**General Knowledge, Skills and Abilities:** Master's degree and two years of higher education experience coordinating non-credit workforce development and work-based learning programs; knowledge of health care, environmental, and information technology sectors; track record of implementing grants preferred. The successful candidate will have demonstrated ability to work with multiple constituencies and to collaborate with faculty, employers, workforce boards and community-based organizations. Strong technology and communication skills are essential. An understanding of the mission of the community college and experience working with community college students of varying abilities is highly desirable.

Applicants should be able to show evidence of commitment to the mission of a comprehensive community college with an urban, non-traditional, multicultural student population

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**General Experience:** Under the supervision of the Dean of Workforce Development & Continuing Education, the coordinator will: (1) work with faculty and industry experts to develop non-credit on-line and on-ground competency based workforce development certificates as identified in the grant related to the areas of health care, environmental and information technology; (2) align non-credit workforce development programs with industry needs and credentials and create pathways to credit-bearing certificates and degrees; (3) develop relationships and a network of local, state, and regional corporate and community partnerships to establish work-based learning opportunities including internships and job placements; (4) implement a comprehensive strategic marketing and recruitment plan for targeted industries and student populations; (5) assess students' prior learning for collegiate credit and manage student data in the established tracking system; (6) work in collaboration with the College's TAACCCT Federal Grant Director and participate on the College's grant implementation team and consortium workgroups; and (7) prepare required grant reports and work with fiscal affairs on non-credit program budget.

**Application Instructions:** Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

**Josephine Agnello-Veley**  
**Assistant Director of Human Resources**  
**Capital Community College**  
**950 Main Street**  
**Hartford, CT 0610**  
**Email: [CA-HRApplc@ccc.commnet.edu](mailto:CA-HRApplc@ccc.commnet.edu)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

\*Trade Adjustment Assistance Community College and Career Training Grant